

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Manager I - Supervisory	OFFICE BRANCH/SECTION District 3/Program/Project Management	
WORKING TITLE Chief, Project Management Support Unit	POSITION NUMBER 903-100-4800-XXX	EFFECTIVE DATE 05/01/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Under the general direction of the Chief, Office of Program/Project Management Support, a Staff Services Manager II, the incumbent has management and supervisory responsibility for organizing and directing analytical staff involved in providing support to the Project Managers (PM) in a broad range of document development, technical scheduling, budgeting, and analytical activities in the delivery of the District's Capital Program projects. Independently analyzes problems, develops alternatives, and implements solutions. The incumbent is responsible for decisions, actions, and consequences inherent in coordination and review activities leading to the timely delivery of transportation projects. Duties include, but are not limited to:

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
50% E	Supervises the activities of a Project Management Support Unit in a broad range of document development, technical scheduling, budgeting, and analytical activities in support of Project Managers in the delivery of the District's Capital Program Projects. This includes coordinating, monitoring, and analyzing all phases of a project. Ensure proper implementation and use of Work Breakdown Structure (WBS) and charging practices. Monitor and report project support budgets to District Management. Establish work priorities, assign projects, schedule work, and monitor resources and milestones to produce optimum results in an efficient manner.
35% E	Provides support to the Staff Services Manager II on a wide variety of complex and sensitive issues and tasks including, but not limited to; personnel issues, resource, workload, report generation, project statusing improvements, quality team participation.
15% M	Performs liaison and coordination duties with other District functions, Division of Engineering Service, and Corporate functions on the implementation of Project Management principles, including membership on several District, North Region and Corporate teams for continued implementation and improvement of Project Management and Project Delivery in Caltrans.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

The position is the first line of supervision and directly supervises a staff of administrative professional classifications.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must have full knowledge of Project Management concepts including Critical Path Method project scheduling, Project Development processes and methods, transportation economics and financing policies, principles and techniques of personnel management, supervision, and effective communication, and the Caltrans project development process including the activities that are required to develop a project. Knowledge of the Caltrans Work Breakdown Structure (WBS), Resource Breakdown Structure (RBS), Organizational Breakdown Structure (OBS), delivery plans, budget development files, data requirements of the Caltrans Project Managers, Functional Managers and existing project related information systems. The incumbent must be able to effectively communicate with the Project Managers and Office of Program/Project Support staff. The incumbent must be able to apply this knowledge effectively on a consistent basis, to a staff that is located in multiple sites throughout District 3 and the North Region. The incumbent must be able to analyze project workload and schedules, including interpreting frequently changing workload demands, and changing program priorities. Also, the incumbent performs the full range of analyzing and recommending solutions to sensitive issues such as program and project priority and potential missed milestone dates. This position requires day-to-day analysis and monitoring of the progress of all COS projects, programs, and support activities.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for decisions, actions, and consequences inherent in coordination and review of activities leading to the timely delivery of transportation projects. Poor planning, poor decisions, and inappropriate project priorities could result in missed deadlines and subsequent non-delivery of projects, and could significantly diminish the ability to capture project funding and monitor project delivery.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent must maintain an effective professional working relationship with District Directors, District Division Chiefs, Office Chiefs, program advisors, project managers, other District offices and branches, and corporate and regional functions. The success of the District in meeting the project delivery dates hinges on the ability of the incumbent to effectively communicate with District management, project managers, and staff functions.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent may be required to sit for long periods of time using a keyboard and computer. This position requires travel to and within the district with possible statewide travel for special assignments; the ability to make clear and timely judgments under pressure. It also requires teamwork orientation to openly discuss issues and reach consensus. This job requires interaction with many people. It is important that employees work with others in a cooperative manner. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Create and sustain an organizational culture which encourages others to provide the quality of service essential to high performance.

**WORK ENVIRONMENT**

While at their base of operations, the employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE